

**Synergies Committee Meeting #1106  
Friday, April 1, 2011 1:00 PM  
Third Floor Meeting Room, Winchester Hall**

**Agenda**

- I.     Introductions
- II.    Approval of Minutes
- III.   Briefing from Facility Services
- IV.    Update on IT Services
- V.     Establish Future Topics for Presentation
- VI.    Closing Discussions/Comments
- VII.   Next Meeting
- VIII.  Adjourn

**Synergies Committee Meeting #1106  
Friday, April 1, 2011  
Third Floor Meeting Room – Winchester Hall**

Commissioner C. Paul Smith, *Vice President*, called to order a meeting of the Synergies Committee for Friday, April 1, 2011, at 1:00 p.m. Also present were Barry Stanton, County Manager; Karen Young and Katie Barkdoll, City of Frederick (City); Doug Browning, Frederick Community College (FCC); Jimmy Reeder and April Miller, Frederick County Board of Education.

The minutes from Friday, March 11, 2011, were approved by unanimous consent.

Commissioner Smith requested Mike Spurrier, Director, Frederick County Community Action Agency, be included on the committee contact list.

Sherry Weakley, Interagency Information Technologies Division, highlighted updates; Lori Rounds, FCC, and Bill Boyer, Frederick County Public Schools (FCPS), presented new information within IT services.

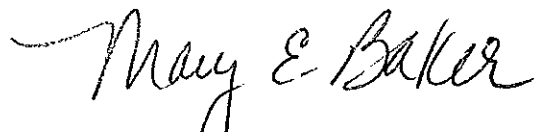
Austin Abraham, Management Services Division; Ray Barnes and Bob Wilkinson, FCPS; Curt Sandusky, FCC; and Marc Stachowski, City, presented the briefing on facility services.

The committee requested an update on facility services on August 19, 2011.

The committee expressed an interest in making the findings of the committee public and to include the public information staff. They requested the members bring ideas to the July synergies committee meeting.

The next meeting is scheduled for Friday, April 29, 2011, at 1:00 p.m., to review audit services and receive the updates from the warehousing and purchasing staff.

The meeting adjourned at 2:30 p.m.

A handwritten signature in cursive script that reads "Mary E. Baker".

Mary Baker  
Recording Secretary

## **Frederick County Facility Services Overview**

Prepared: April 1, 2011

**County Facility Services operated within the Management Services Division:** Facility Planning, Maintenance, Custodial, Relocation and Security Services. (Groundskeeping and snow removal handled by Parks and Recreation)

- 1.4 million sq. ft.
- Total 143 buildings at 58 sites; 61 occupied buildings
- 500 acres
- Capital Budget: FY11 \$1.1 million; CIP for FY 11-16 \$9.4 million
- Operating Budget: \$12.1 million
- 31.5 FTEs (Maintenance)
- 31.5 FTEs (Facility Services)

### **Central Maintenance Shop (20.5 FTEs)**

- Shops (Carpenter, Locksmith, Painting, Electrical, Plumbing, HVAC; Preventive Maintenance)
- Renovations and interior modifications
- Emergency Repairs
- Preventive Maintenance
- Service Requests
- Energy conservation
- Energy purchases (electricity, natural gas, propane, heating oil)
- Roof replacements
- Paving repairs and replacement
- CIP oversight
- Building Inspections (roofs, boilers, chillers, sprinkler systems, fire alarms, elevators, fire suppression, overall condition)
- Occupational safety, environmental compliance, indoor air quality
- Emergency preparedness/response, risk management
- County access control system

**Maintenance technicians stationed at 7 major County buildings (11 FTEs)** Winchester Hall, LEC, Courthouse, Health Department, Adult Detention Center, C. Burr Artz Library and Public Safety Training Facility

- Preventive maintenance
- Inspections (roofs, boilers, chillers, sprinkler systems, fire alarms, elevators, fire suppression)
- Equipment repair and replacement
- Service requests
- Mechanical water treatment – inhibitors and pH control to control algae, slime, and bacteria
- Building Inspections (roofs, boilers, chillers, sprinkler systems, fire alarms, elevators, fire suppression, overall conditions)
- CIP oversight
- Emergency repairs

### **Custodial**

- Cleaning and sanitation of county buildings
- Floor care and conditioning
- Detail cleaning
- Office relocations
- Custodial inspections
- Recycling and waste management

### **Security**

- Manage centralized access control system
- Employee ID badging
- Provide security presence in County buildings when requested
- Security patrols in and around downtown County buildings
- Visitor badging at Winchester Hall

# Frederick Community College Overview

## Plant Operations

(Maintenance, Custodial, Grounds)

- 439,336 sq. ft.
- 13 occupied buildings (1- 55,000 sq ft. off-campus facility)
- 5 storage/special use buildings
- 94 acres
- Operating Budget \$1.6M
- 40 FTE's (Administrative, Maintenance, Custodial, Grounds)
- Hours of Operation: 12 month M-F 7:00am-10:30pm Sat.- 7:00am-4:00pm  
Sun. - special events & classes as scheduled

### Administrative

Director, Plant Operations

- Administrative Associate

### Maintenance Staff (24/6 coverage) 10 positions

- Maintenance Supervisor
  - 7 Maintenance Technicians (1-carpenter, 1-electrician, 1-HVAC (vacant/frozen), 4-general )
  - 1 Auto Mechanic
  - 1 Painter

### Custodial Staff (24/6 coverage) 24 positions

- Custodial Supervisor
  - 1<sup>st</sup> Shift Custodians (4)
  - 2<sup>nd</sup> Shift Supervisor
    - 2<sup>nd</sup> Shift Custodians (5)
  - 3<sup>rd</sup> Shift Supervisor
    - 3<sup>rd</sup> Shift Custodians (12)

### Grounds Staff (M-F 7am-3pm) 4 positions

- Grounds Foreman
  - Groundskeepers (3)

## **MAINTENANCE DEPARTMENT**

- Building repairs
- Plant equipment repairs/replacements
- Preventive Maintenance
- Fleet services/Grounds equipment repairs
- Interior/Exterior painting
- Small projects
- Customer work requests
- Furniture/Office moves
- Assist with large event set-ups
- Snow removal

## **CUSTODIAL DEPARTMENT**

- All cleaning related functions with the exception of exterior windows of multi-story buildings
- All class/event set-ups (avg. 900 hrs/yr)
- Recycling
- Snow removal

## **GROUNDS DEPARTMENT**

- All mowing and trimming
- All shrub/tree trimming
- Daily policing of campus for trash
- Athletic field maintenance & game prep. (approx. 75 games/yr.)
- Irrigation system operation and maintenance
- Weed control
- Snow removal
- Assist with large event set-ups

## **CONTRACTED SERVICES**

- Chiller maintenance
- Elevator maintenance
- Generator maintenance
- Building Automaton System maintenance
- Fire suppression inspections/tests
- Pest Control
- Turf fertilization/weed control
- Snow Removal (2 parking lots)

# **FCPS OVERVIEW**

## **I. Facilities Services Division:** *Facility Planning and Budgeting, Construction Management, Maintenance and Operations*

- 6.2 million sq ft
- 72 major buildings
- 1,400 acres
- Capital Budget: FY11 \$5.8M; CIP for FY 11-16 \$ 101.8M.
- Operating Budget: \$23.5M (\$18.7M Operations, \$3.6M Maintenance, \$1.2M Capital Outlay)
- 163 FTEs (maintenance, construction and central office)
- 358 FTEs (site-based custodians)

### **I.A. Maintenance and Operations Department -**

#### **I.A.1. Central Maintenance Shops Branch (43 FTEs)**

- Shops (Carpenter, Locksmith, Paint, Water Treatment, Audio-Visual, Grounds)
- Renovations and interior modifications
- Grant coordination
- Athletic fields and playgrounds
- Stormwater management
- Equipment Repair (small engine)

#### **I.A.2. Cluster Maintenance Program Branch (104 FTEs)**

- Preventive maintenance
- Predictive maintenance – vibration, fluid sampling/testing, thermal imaging
- Inspections (roofs, boilers, chillers, sprinkler systems, fire alarms, elevators, fire suppression)
- Repair and replacement
- Customer service requests
- Equipment repair (industrial arts, office machines, food service)
- Mechanical water treatment - inhibitors and pH control to control algae, slime, and bacteria

#### **I.A.3. Custodial Services Branch (361 FTEs)**

- Contracted snow removal and mowing
- Custodial inspections
- Training
- Technical direction
- Procure supplies, materials, and equipment

#### **I.A.4. Environmental, Health, and Safety (EH&S) Branch (5 FTEs, including 3 pool operators)**

- Occupational safety, environmental compliance, indoor air quality
- Emergency preparedness/response, risk management.
- Swimming pool operators (3 FTEs)
- Accident investigation (non-vehicular)
- Insurance claims (non-vehicular)

#### **I.A.5. Energy and Solid Waste Management Branch (1 FTE) -**

- Procure utilities and solid waste services
- Resolve service/billing issues/outages
- Conservation

March 25, 2011

# **Facilities Maintenance and Operations FCPS, County, FCC, City of Frederick**

## **CURRENT SYNERGIES**

1. Emergency Shelters (FCPS, FCC, County, City)
2. Sustainability/Energy Conservation (FCPS, County)
3. Electricity Purchasing Cooperative (FCPS, County, City, FCC)
4. Natural Gas Purchase (FCPS, County, FCC)
5. Recycling (FCPS, County, FCC)
6. Bio-retention area Planning, Installation and Maintenance (FCPS, County)
7. Noxious Weed Control (FCPS, County)
8. Career Tech Center (FCPS, FCC)
  - a. Grounds Maintenance
  - b. Storage Buildings
9. Geographic Information Systems (FCPS, County)
10. Sewage Facility Operations (FCPS, County)
11. School-hosted Recreation Centers (FCPS, County, City)
12. Bike Paths/Field Use (FCPS, County)
13. Custodial Supplies and Equipment (FCPS, County)
14. Water and Sewer Operations – Emergency Response (County, City)



## OTHER SYNERGIES TO CONSIDER

- 1) Emergency Radio Communications
- 2) Contracted Services (Joint with Purchasing)
  - Hazardous waste removal
  - Mowing
  - Plowing and Ice Treatment
  - Pest management
  - Animal control
  - Hazard inspection/mitigation
  - IAQ survey/response
  - Elevator inspection/service
  - MIC testing (microbiologically-influenced contamination) of sprinkler systems
  - Pressure vessel inspection and testing
  - Grease trap servicing
  - Surveying
  - Stormwater servicing (ponds, stormceptors, etc.)
  - Fencing
  - Tree service
  - Uniforms (FCC rides FCPS contract, County uses same vendor under sep contract)
  - PPE purchase, calibration, repair (lineman's gloves, gas monitors, etc.)
  - Equipment Rental
- 3) Staff Training and Development
- 4) Water Treatment and Testing
- 5) Custodial Services
- 6) Joint Use Agreement for Equipment
- 7) Energy Services – Studies and Research
- 8) Use of Work Release/Community Service/Detention Center manpower
- 9) Use of Scott Key Center/Jeanne Bussard Workshop Students and Facilities